

InterOffice Memorandum

March 30, 2016

To: Jennifer Turner/Buyer II

From: Dan James/Facilities Director

RE: Authorization to Advertise for Bids: Kitchen Equipment, Jail: IFB No.
2016-178

I am requesting authorization to advertise for bids for Kitchen Equipment, Jail, IFB No. 2016-178.

I appreciate your consideration of my request. If I can be of further assistance please do not hesitate to contact me at extension 5331.

C:advertiseforbidskitchenequipment2016